

Hammond



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

VIA ELECTRONIC MAIL

September 1, 2005

Board of Supervisors
GLORIA MOLINA
First District

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Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: All Department Heads
From: David E. Janssen
Chief Administrative Officer

A handwritten signature in black ink, appearing to read "D. Janssen", is written over the "From:" line of the email header.

REQUEST FOR LOS ANGELES COUNTY EMPLOYEE DISASTER VOLUNTEERS FOR HURRICANE KATRINA

The American Red Cross of Greater Los Angeles (ARC) has requested Los Angeles County employees to volunteer to assist with human services and government liaison in its response to Hurricane Katrina. The ARC is seeking people who can commit to a minimum nine-day assignment and deploy in the next week or two. ARC will provide fast-track training in the fundamentals of disaster response, mass care, and specific job requirements, so volunteers can do meaningful work right away. ARC will pay all travel and maintenance costs (lodging, food, etc.) for County volunteers who commit their time. The need for disaster workers is expected to remain high for several months.

The American Red Cross is launching the largest mobilization of resources in its history for a single natural disaster. Included in the operation is the recruitment of several thousand staff and volunteers. More than 200 Red Cross shelters are housing the more than 30,000 displaced residents who fled Katrina's wrath in addition to 12,000 who have sought shelter since the storm. Attached is a letter from the Red Cross outlining the challenges faced by this disaster and the expectations for volunteer workers. Volunteers **MUST** meet the criteria listed in the attachment.

This request is an excellent opportunity for County employees to gain experience in emergency management and response while providing worthwhile services in a time of critical need. In March, the Emergency Management Council (EMC) approved a policy that allows County employees to provide their services in support of disaster operations outside the County. At the discretion of the Department Head, employees may be released to serve as volunteer disaster workers and they will continue to be paid their regular County salary. Employees are not required to volunteer and departments are not required to release employees to participate in this program. The EMC-approved policy is attached to this letter.

All Department Head
September 1, 2005
Page 2

Once a list of potential volunteers is submitted to ARC, training classes for County employees will be scheduled; volunteers will be entered into a database and contacted individually by ARC. Mental Health workers who have not had Red Cross training will be required to attend an additional training and orientation session. The ARC is committed to the safety of its volunteers and will address questions about their program as part of the recruitment process.

Each department must assign one point of contact to coordinate with the Office of Emergency Management on this program. Please e-mail Jeanne O'Donnell jodonnell@lacoecoc.org or call (323) 980-2227 with contact information. This is a time-sensitive request. If you are able to release employees to assist the ARC, please develop a list of available volunteers quickly and be prepared to provide them through your department's point-of-contact.

DEJ:CP
JOD:jl

Attachments

c: Each Supervisor
Board Emergency Preparedness Deputies
Emergency Management Council



**American
Red Cross**

Greater Los Angeles

Roger Dickson
Chief Executive Officer

2700 Wilshire Boulevard
P.O. Box 57930
Los Angeles, California 90057
(213) 739-5201
Fax: (213) 380-0362
www.redcross-la.org

August 31, 2005

Mr. David E. Janssen
Chief Administrative Officer
County of Los Angeles
Chief Administrative Office
713 Kenneth Hahn Hall of Administration
Los Angeles, CA 90012

Dear Mr. Janssen:

David

The extraordinary events unfolding as a result of the landfall of Hurricane Katrina have created the largest single mobilization of Red Cross workers in the history of our organization. The Red Cross has responded by establishing relief efforts in seven states, opening over 200 shelters and sheltering over 42,000 people. This is likely to be a long-term operation, and we anticipate the need for disaster workers to be extremely high for several months.

Normally, the Red Cross asks for a two- or three-week commitment for workers assigned to disaster operations. This requirement has been relaxed for this operation to a 9-day commitment. Additionally, though we typically like to send volunteers with Red Cross disaster training and experience, this disaster requirement has been relaxed somewhat, too. We are fast tracking volunteers in our Community Services function, by providing an overview training (5 hours of instruction) and activating those able to meet the basic expectations (see attached).

I am requesting assistance from the County of Los Angeles to help fill the critical human resource needs Hurricane Katrina has placed on the Red Cross by activating the policy recently approved by the Emergency Management Council. This policy allows county employees to participate on Red Cross disaster assignments. Red Cross would pay for the travel and maintenance of workers while they were on assignment. This is a tremendous opportunity for county workers to gain valuable real life experience during a disaster and help the Red Cross fulfill its mission to provide care and shelter to the thousands of people displaced by this devastating disaster.

Please call me at your earliest convenience at (213) 739-5201 so we can discuss the implementation of this effort.

Sincerely,



Expectations for Red Cross Disaster Workers

This disaster operation is considered a hardship assignment. Workers can expect:

- Long work days of 12-14 hours per day.
- High heat and humidity (Workers may be assigned to work in facilities without air conditioning.)
- Air quality issues.
- Utility disruptions (Electric, water & gas.)
- Amenities such as showers, restrooms, restaurants and potable water may be in short supply.
- Staff shelters for disaster workers (Hotel housing may not be available in all areas).
- Stressful working environment (Clients may be angry or frustrated).

People with mobility issues, lifting restrictions, conditions which are affected by poor air quality situations or other medical conditions including allergies which would be exacerbated by the above hardship conditions **will not be allowed to work this assignment.**

People who accept this assignment should be able to work in stressful situations, think creatively to solve problems, have the flexibility to work under these conditions and have a genuine desire to help all people affected by this disaster regardless of race, ethnic background, religion, sexual orientation or political views.



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DAVID E. JANSSEN
Chief Administrative Officer

March 17, 2005

Board of Supervisors
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To: Each Department Head

From: David E. Janssen 
Chief Administrative Officer

**TRAINING OPPORTUNITY THROUGH DISASTER DEPLOYMENT OUTSIDE OF
LOS ANGELES COUNTY**

At the December 15, 2004 Emergency Management Council meeting, the Council approved a policy which allows Los Angeles County employees to provide their services to an external agency, such as the American Red Cross, or The Salvation Army, to support a disaster operation in locations outside of Los Angeles County. Employees must have department head approval, and the deployment must comply with the criteria in the *Disaster Deployment Outside of Los Angeles County* policy document (attached).

Employees who work in disasters in other locations will gain experience and bring back lessons that may prove invaluable to Los Angeles County during emergencies or disasters here. This type of first-hand experience will also help with countywide and department-specific disaster planning. Employees are NOT required to participate in this program, and departments are NOT required to release employees to participate in this program.

Being prepared for emergencies and disasters is an important part of government's responsibility, and there is no substitute for practical experience gained in a real-life setting. One of the provisions of the Disaster Deployment policy requires that the employee prepare a report detailing lessons learned, which will also be a valuable planning tool. Because of the many possible benefits, I want to encourage you to consider allowing appropriate staff to participate in such deployments when the opportunity arises.

Questions regarding this should be directed to Constance Perett, (323) 980-2261, or Lee Sapaden at (323) 980-2257, in the County Office of Emergency Management.

DEJ:CP
LS:cm

Attachment

- c: Board Emergency Preparedness Deputies
Department Emergency Coordinators
Emergency Management Council Steering Committee
Emergency Management Council Subcommittee

"To Enrich Lives Through Effective And Caring Service"



County of Los Angeles
Policy – Disaster Deployment Outside of
Los Angeles County
December 2004

Disaster Deployment Outside of Los Angeles County

Authority & Reference:

Civil Service Rule 16.01 (Page 252 1st Paragraph – 2002 Personnel Administration Handbook) – LEAVES OF ABSENCE WITH PAY

Leaves of absence from regular duties, with pay may be granted only by the appointing power under such conditions and for such periods as established by the board of supervisors, when such leaves are determined to be in the best interests of the service. (Ord. 88-0020 Sec. 1 (part) 1988)

Proposal:

Los Angeles County employees, who have been pre-trained or have a specialized skill, can assist jurisdictions/agencies outside of Los Angeles County in responding to a disaster. Employees who work in disasters in other locations will develop experience and bring back lessons that will help in disaster planning in Los Angeles County.

Employees are not required to participate in this program, and departments are not required to release employees to participate in this program.

Components of a Disaster Deployment:

- 1) This proposal does not necessitate any change to Civil Service Rule 16.01.
- 2) This proposal does not affect any existing Federal or State disaster mutual aid agreements such as the Federal Disaster Medical Assistance Team (DMAT), the Federal Disaster Mortuary Team (DMORT) or the State of California's Emergency Managers Mutual Assistance (EMMA) System.
- 3) Funding for an employee's wages, including approved paid or compensatory overtime (consistent with existing County Code and County Policy), will be covered by Los Angeles County. However if special funding is made available to the requesting jurisdiction/agency for salaries of services rendered, reimbursement will be made to Los Angeles County for the employee's wages.
- 4) An outside jurisdiction/agency makes a request to Los Angeles County for a specific Los Angeles County employee to assist in the response and recovery effort associated with a disaster. Deployment would be limited to employees

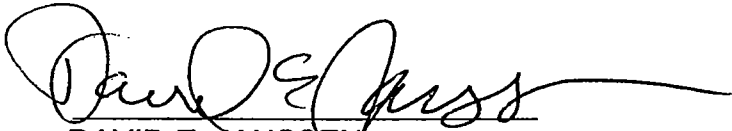
working in emergency management positions or as part of departmental disaster cadres where the experience would most benefit the County.

- 5) An employee's Department Head or designee must approve an employee's disaster deployment to assist another jurisdiction/agency.
- 6) The Los Angeles County Office of Emergency Management will be immediately notified by the employee's Department Head or designee of any disaster deployment.
- 7) The disaster deployment of the employee will be for a specified time period which is agreed upon between the department and the requesting jurisdiction/agency prior to a disaster deployment. Any time extension of a disaster deployment must be approved by the employee's Department Head or designee.
- 8) The requesting jurisdiction/agency will provide funding for travel, meals and appropriate costs associated with the disaster deployment.
- 9) Worker's compensation will be provided by the requesting jurisdiction/agency.
- 10) Employees deployed to a disaster will provide a report on lessons learned during this assignment. The report will go to their Department Head, the Department Emergency Coordinator, and the Office of Emergency Management.

Current Known Existing Disaster Deployment Programs:

- 1) American Red Cross – Disaster Services Human Resources (DSHR) System
- 2) The Salvation Army – Disaster Services Corps (DSC)

APPROVAL



DAVID E. JANSSEN
Chief Administrative Officer
Chair, County Emergency Management Council

12/15/04
DATE

DISTRIBUTION

County Emergency Management Council
Department Heads
Emergency Management Council Steering Committee
Emergency Management Council Subcommittee



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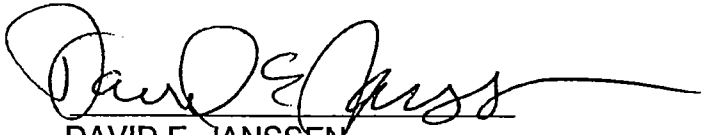
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